the mid-atlantic archivist

an occasional publication of the

Mid-Atlantic Regional Archives Conference (MARAC)

Volume 2 Number 1 February 1973

MORE ON BALTIMORE

MARAC's stint in Baltimore on Friday and Saturday, May 4 and 5 at the downtown Holiday Inn will be a memorable experience, according to all reports.

The Program Committee, chaired by Robert Devlin, Philadelphia NARS Regional Archivist, met at the Smithsonian Institution on January 30 and mapped out an interesting agenda. The informal sessions will be functional, basic ones that will stress practical solutions in small institutions of all three varieties: archives, libraries, and manuscript repositories. But Bob plans also to balance the program with some other sessions to be announced in the next number of the MID-ATLANTIC ARCHIVIST.

The Holiday Inn has offered a package registration: lodging for one night, plus three meals spread over the two days for $26.00 double occupancy and $28.00 single occupancy. This includes lunch on May 4, breakfast and lunch on May 5. All taxes and gratuities are included in this price except breakfast on May 5. The Maryland Historical Society plans to make a number of tours available in the Baltimore area, including one of its own holdings, led by Ms Nancy Boles.

Another tour will be of the newly opened Archives of the Baltimore Region Institutional Studies Center at the Langsdale Library on the campus of the University of Baltimore, which is within walking distance of the Society. Adele Newburger of the library staff will be available to explain her application of machine-assisted finding aids for the archives. As a member of the Program Committee under Bob Devlin Ms Newburger will make the library's facilities also available for a computer programming workshop for librarians and archivists.

The archives is expected to celebrate a formal opening in late March or early April, depending on other factors, but definitely in time for MARAC's scheduled May meeting. More information will come out of next month's meeting of the Local Arrangements Committee.

REGIONAL GROUPS SPRING CALENDAR

MARCH

Society of California Archivists	Meeting in Sacramento
Society of Georgia Archivists	Meeting in Atlanta
Society of Indiana Archivists	Meeting at Ball State University

APRIL

Northwest Archivists Group	Meeting in Bozeman, Montana
Society of Ohio Archivists	Meeting at Kent State University
South Atlantic Archives and Records Conference	Meeting in Atlanta
SAA-OAH-Regional Groups	Meeting in Chicago

MAY

Michigan Archival Association	Meeting at Michigan State University
MARAC	Meeting at Baltimore
Midwest Archives Conference	Meeting in Chicago
New York Manuscripts Curators	Meeting in Buffalo

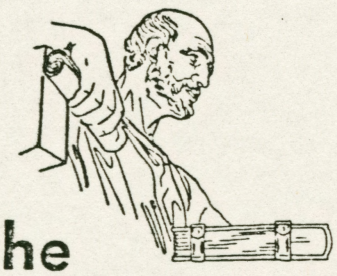
CONSTITUTION WRITTEN

Elsie Freivogel, Mary Boccaccio, and Nanct Zembal drew up a proposed Constitution and By-Laws for MARAC last month. They have forwarded a copy to Peter Silverman, MARAC Steering Committee Chairman for information and before putting the document to a vote at the May 4 and 5 meeting in Baltimore, will publish it in the next number of the MID-ATLANTIC ARCHIVIST.

NEW FORMAT

You may or may not be pleased with our new format. We feel that the reduction will get us more print per page without losing readability. The clown on the front page was inspired by Mary Boccaccio of the University of Maryland Archives, as representative of the month. Page 2's imprint was suggested by Faye

The MID-ATLANTIC ARCHIVIST is an occasional publication of the Mid-Atlantic Regional Archives Conference(MARAC). Membership is extended to any interested individual who lives or works in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, or West Virginia, or in the District of Columbia. MARAC seeks to promote on a regional basis, professional involvement of junior and mid-level archivists, manuscript curators, librarians, and all others interested in the preservation and use of archives and personal papers. Queries regarding membership should be addressed to the Treasurer, Nancy Zembala, Archives of American Art, Smithsonian Institution, Washington, DC 20560. Additional back copies can be obtained from any member of the Steering Committee or the staff of the MID-ATLANTIC ARCHIVIST.



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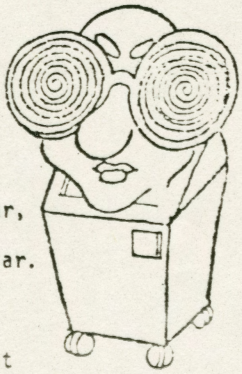
Bibliography
Freebies and Cheapies
Professional Training
National Archives
Terms and Glossaries
Church Archives
Job Announcements
Technical Notes
Acquisition Notes
State Archives
Historical Committees
Institutional Spotlight
College Archives
Business Archives
Professional Issues
Ms Column (not manuscripts)

AIthough we feel unknown, ignored
as unrecorded blanks,
Take heart. Our vital selves are stored
in giant data banks.

Our childhoods and maturities,
efficiently compiled,
Our stocks and insecurities,
all permanently filed.

Our tastes and our proclivities,
in gross and in particular,
Our incomes, our activities:
both extra - and curricular.



And such will be our happy state
until the day we die,
When we'll be snatched up by the great
computer in the sky.

--Felicia Lamport
(reprinted from LOOK)

MID-ATLANTIC DEFINITIONS

Textual Records A term usually applied to manuscripts or typescripts, as distinct from cartographic, audio-visual, and machine-readable records.

Audio-visual Records Records containing information in pictoral or aural form.

Cartographic Records Records which contain information of depicted in graphic or photographic form,/a portion of a linear surface, such as maps and related materials (globes topographic and hydrographic charts, cartograms, and relief models). Can include related records which document the preparation of cartographic and photogrammetric records.

Machine-readable Records Records that are machine stored in a language decipherable only by another machine, when assisted by proper documentation, and are not eye-readable Normally stored on one of the following media: magnetic disks, drums, or tape; punched paper cards; punched paper tape; or computer output microfilm (COM).

Oral history Records Records that contain information in oral form, records usually on a magnetic sound recording tape, as a result of a planned interview. Classed under audio-visual records.

Iconographic Collection A collection or group of pictures, photographs, illustrations, prints, and similar material with related documents, clippings, and printed items supportive to them.

Photographic Records Records that take the form of pictures or photographs, with related documents. Sometimes known as STILL PICTURES.

Manuscript Collection A group of papers (manuscript or typescript, originals or copies, of letters, memoranda, diaries, accounts, drafts, including associated printed or near-print materials), usually having a common source and formed by or around an individual, a family, a corporate entity, or devoted to a single theme. Generally, the difference between manuscripts and archives are the means of transfer and descrintion.

Manuscript Curator A professionally trained person usually engaged in the following activities: solicitation, accession, processing, reference service, publications, and exhibits, in a manuscript depository.

Personal Papers (1) The private documents accumulated by an individual, belonging to him and subject to his disposition. (2) Records kept for or by a public or other official for his private and personal use, relating directly or indirectly to his official duties.

MARAC STEERING COMMITTEE

Peter Silverman, Chairman	Temple University, Pennsylvania
Mary Boccaccio, University of Maryland	Maryland
Gladys Coghlan, Hist Soc of Delaware	Delaware
Mary Jenkins, Archives and History	West Virginia
Mike Plunkett, UVA Library	Virginia
Charlotte Price, Howard University	Dist of Columbia
Kenneth Richards, Archives and History	New Jersey
Joan Warnow, American Inst of Physics	New York

SURVEY OF REGIONAL GROUPS

Following below is a table devised by the newsletter staff from a survey recently completed by David Larson, the AMERICAN ARCHIVIST's new Editor for State and Local groups. Over the past holidays, we sent each group back numbers the MID-ATLANTIC ARCHIVIST, requesting the same from them. As of this writing, we have heard directly from only of them, New England and Georgia, and indirectly from Midwest.

Regional Group	Founded	Membership	Dues	Meetings	Newsletter	Notes
California	1971	123	$5/yr	2/yr	4/yr	# Formal Journal and newsletter.
Canada **	1962	50	$3/yr	1/yr	3/yr	@ will be February 1973
Georgia	1969	41	$5/yr	5/yr	2/yr #	** part of Canadian Historical Association
Indiana	1972	60	$3/yr	2/yr	4/yr	%% Manuscript Curators
Michigan	1970	50	$2/yr	3/yr	Occasional	
Mid-Atlantic	1972	246	$3/yr	2/yr	Occasional	
Midwest	1972	120	$3/yr	2/yr	4/yr	
New England	1972	100	Planned	Planned @	Planned	
New York%%	1969	40	None	1/yr	None	
Northwest	1972	60	None	2/yr	5/yr	
Ohio	1968	173	$3/yr	2/yr	2/yr	
South Atlantic	1966	100	None	1/yr	None	
Southwest	1972	70	$2/yr	3/yr	6/yr	
St. Louis Area	1972	30	$1/yr	3/yr	None	

SAA AND THE REGIONALS

Editorial Comment by Don Harrison

The spirited exchange we all witnessed in October at Wilmington, between those in MARAC who would support the SAA and those who would not, underlines a natural dichotomy between the intent of the regionals and what many imagine the SAA has come to represent. Distrust and emotionalism cloud the issues. Whether or not any good will come from all this remains to be seen.

Our younger members charge the SAA with being an elitist organization, composed mainly of administrators interested in their own careers with little or no concern for the little guy. Consequently, archivists from smaller institutions with meager travel funds, and second-line employees and paraprofessionals from larger institutions who don't qualify for travel money, have been left behind the door of the planning sessions. This is not totally true. Though it is true that this writer has heard in the "old days" the SAA membership was not encouraged among the rank and file, making it appear to be restricted to "the" Archivist of South Pennsylvania, and "the" Archivist of Podunk College, with a few super-grades from the National Archives thrown in for good measure. But the SAA soon watered down its practices and embraced everyone who could afford traveling to the meeting place.

On the other side of the argument, SAA old-liners view the regionals as a competitive threat. They are uneasy lest newcomers undermine, circumvent, even destroy the existing structure of the SAA. This is, of course, equally false. Though the regionals have on the one hand developed highly structured organizational patterns and come up with detailed and specific program goals, on the other, these goals complement those of SAA, rather than conflict with them.

We agree with the Midwest Archives Conference (MAC) Newsletter, (Vol 1, Nr 1, January 1973), that while it is clear there is some overlap between the SAA and the regionals, the two serve distinctly different purposes. The concern for communication and training, lacking at SAA national meetings, has become a shining beacon. MARAC's program at Wilmington, for example, was devoted entirely to workshops, prechosen strictly by popular vote of the membership. Anyone at Wilmington would have agreed that this is MARAC's greatest appeal.

People got to talk with other people. Our members want desperately to meet their peers in neighboring institutions, and found they could afford to come to Wilmington for two days, when they could not make it to Columbus for five. Wilmington, for example, was an opportunity for Father J. Clayton Murray, Archivist of Canisius College in Buffalo, New York, and Ms [illegible]ie Finnegan, Archivist of the Buffalo Campus of the New York State University, to meet for the first time. Apparently the Niagara Frontier is so cold in the winter, and the SAA meetings are so busy, the two had never found time to trade experiences.

Yet SAA members started the regionals. Mary McCree and Gerry Ham, both influential strongmen, were instrumental in getting MAC's first meeting off the ground. SAA Council member Frank Evans helped MARAC grow its wings. A.K. Johnson and Charles

Continued on Page 4

The Bargain Spot

Freebies and Cheapies
by don harrison

Those of you who are interested in the Smithsonian Institution, but are too far away from Washington, DC to do it in one day, may be interested in getting The Calendar of the Smithsonian Institution. It is free of charge, and lists all activities for a month at a time. Write to Central Information Desk, Great Hall, Smithsonian Institution Building, Washington, DC 20560.

The Library of Congress has an Information Bulletin, written weekly, which is free to non-profit organizations,(application should be on your office stationery to prove this). It is $5.00 to all others. Write to Library of Congress, Attention Information Office, Washington, DC 20540.

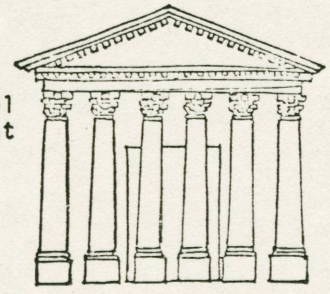
Free: newsletter of the US Army Military History Research Collection at Carlisle, Perspectives in Military History. Write to Colonel George S. Pappas, USAMHRC, Carlisle Barracks, Penna. 17013.

Free: Selected US Gov't Publications, a booklet mailed twice each month. Most items offerred for sale to the public are advertised through this pamphlet at one time or another.Write Superintendent of Documents, Attn: "S.L." Mail List, Washington DC 20402. Give your name, (or institutional name, and address Don't forget the ZIP. Allow about a month for action.

The Institutional Spotlight

by

julie marsteller



The New York Hospital Cornell Medical Center is in the process of establishing an archival and records management program. Archivist Adele Lerner is conducting an inventory of all the records housed throughout the Center's complex of buildings located near the East River in New York City. Once the inventory -- which may take two or more years -- is complete, retention schedules will be drawn up and records transferred to the new Archives Room where they are expected to fill over 5,000 linear feet of shelves.

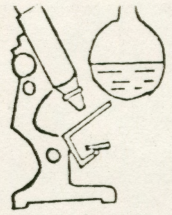
The project is funded by a grant to the Cornell Medical College which was founded in 1898. New York Hospital is the second oldest in the country having been chartered in 1771. Together the institutions have records which document a major segment of the development of American medicine and health care. Extant in-patient charts date from 1793. Photographs video tape, old instruments, and other memorabilia are included in the collection. The newly organized Archives will be a valuable scholarly resource as well as an efficient unit of the Center's administration.

MAC MEMBER PUBLISHES

Arthur Breton. A Guide to the Manuscript Collections of the New York Historical Society. 2 vols, 975 pp., Vol I: Descriptive Inventories; Vol II: Index and Chronological Listing of Entries. Westport Conn.: Greenwood Press Inc. 1973.

TECHNICAL NOTES

by
ned berkeley jr.



The Maryland Historical Society offers as a service to Maryland institutions processing supplies at cost. Most smaller institutions cannot afford to buy in the large quantities needed to obtain the best prices. But they may purchase such items as Shaw-Walker and Permalife folders; Hollinger and Pohlig document,map and new paper boxes: and glassine and Permalife slip folders and envelopes for graphics, directly from the Maryland Historical Society at the low cost available through bulk purchases. Representatives of the smaller groups may contact the Society and pick up their orders the same day; mail service is possible.

We have had bad luck with Shaw-Walker folders here: don't get the Golden Kraft line wet if you use them. They are not acid-free (pH 5.4 - pH 5.9) and they are full of a yellow size which bleeds badly when wet. We now use Permalife which are almost twice as expensive, unfortunately.

I can recommend to you Neva-Rust paper clips manufactured by Florida Wire Fabrics Co., 167 West 23d Street, Hialeah, FL. These clips are aluminum, and while they are not as strong a steel, they do not rust. They come in assorted colors which makes it easy to spot them when they are in use; the colored coating does not come off in any test that I've tried other than scraping with a knife. Swingline manufactures a line of Monel metal staples (stock number SF4-M) which withstood my own rust test (sitting outside on top of my air conditioner through a wet winter,) perfectly. These allow you to replace old staples with ones that do not rust. Brass staples which also do not rust, are supposed to be on the market, but I don't know a supplier. Does anyone?

PROFESSIONALISM AND JOBSMANSHIP

What do you mean by someone who is a "professional?" How many institutions hire and fire on the basis of "professionalism," rather than "jobsmanship?" When was the last time you saw a "professional" promoted? Can you measure "professionalism" by the number of groups you join, committees you serve, offices you hold, degrees you earn? Do archivists "publish or perish?"

We doubt that it means being a "stack-rat." We do suspect, however, that it involves a state of mind and a strict code of professional ethics, and that you are dead serious in your judgement.

The MID-ATLANTIC ARCHIVIST will publish your opinion. Please write to Don Harrison.

WANTED: A volunteer to replace present hunt-and-peck typist on the publishing staff of the MID-ATLANTIC ARCHIVIST. Should be willing to work nights. Guaranteed car fare and an opportunity to work on an IBM Selectric. Contact Don Harrison.

MARAC SLOGAN SUGGESTED

Father J. Clayton Murray, Archivist of Canisius College, Baffalo, New York, sends in the first suggestion in response to the last issue's call. It is from the first book of Virgil's Aeneid, line 20 an excerpt from the speech he gave to his shipwrecked and long-suffering men after they had been washed up on a strange shore. He refers to the hardships they had endured after the fall of Troy and their consequent loss of many of their comrades and ships: FORSAN ET HAEC OLIM MEMINISSE JUVABIT ("Perhaps at some future time it will be helpful to recall even these things.")

DISCRIMINATION AND ARCHIVISTS

Two years ago, immediately after the SAA Annual Meeting in Washington, DC, a group of archivists got together to form ACT, a loosely structured organization dedicated to reform both within the SAA and throughout the profession. They committed themselves to democratizing the SAA, fighting discrimination against women and minority groups within the profession, and building a strong, dynamic, responsive, and socially aware SAA. Last November at Columbus, a group of SAA members charged Council to prepare a strong statement that would put the SAA on record supporting the stand against discrimination. Council took it up in December in New Orleans, and instructed one of its new members, MARAC charter member Elsie Freivogel, to draft a resolution for consideration at the next Council meeting in Chicago in April. In addition to this, Council has formed an ad hoc committee charged with gathering information on the status of women in the archival profession. It is chaired by Dr. Mabel E. Deutrich, a MARAC member. Further, four of its members are on our roles: Marie Allen, Richard Lytle, Nancy Menan, and Shonnie Finnegan. We feel that these events are noteworthy and the MID-ATLANTIC ARCHIVIST thoroughly endorses a clear, unequivocal, and forthright resolution to come from Council. We know that Elsie will do her best. Incidentally, if you would like to join ACT, receive the ACT newsletter, or just want more information, write: ACT, c/o Lynn Donovan, 1959 Buchanan Street, San Francisco, CA 91106. And if you write us, we promise to publish your letter in the next edition of the MID-ATLANTIC ARCHIVIST.

MARAC CHARTER MEMBER LAUDED FOR BRAVERY

Those of you who recall that Arthur Breton, from the Archives of American Art, was conspicuous by his absence at Wilmington, may not have realized that he had been stabbed near his home on Capitol Hill in the District of Columbia while aiding a robbery victim. On October 9, he ran out of his house when he heard a woman screaming and stopped a man from dragging her into an alley. During the ensuing struggle, Arthur was stabbed in the stomach. He spent a week in the hospital recovering from the wound. Assistant Chief George Donahue, of the Metropolitan Police Department, presented a cittation to Arthur together with a savings bond on November 17, in appreciation for his bravery. Right On, Arthur!

GEORGIA TOURS

The Society of Georgia Archivists has undertaken the sponsorship of tours of Atlanta archives for visiting groups. Members of the Society escorted participants in the recent ARMA convention through the archives of the Coca Cola Company, the Federal Archives and Records Center, the Southern Labor Archives, at Georgia State University, and the Georgia Department of Archives and History. Similar tours were given for students of historical methodology from Samford and Auburn Universities. The Society welcomes inquiries. Contact: Gayle Peters, Chief, Archives Branch, Federal Archives and Records Center, 1557 St. Joesph Avenue, East Point, GA 30344.

GREEK TOURS

A study tour to Greece is available in the Spring as part of the program of the American Classical League. The League's tour of Athens, 12-23 April, is not expected to fill the chartered aircraft, and through special arrangements with Sanders World Travel Inc, the SAA is able to offer this tour to those who would like to join with the ACL group. The price --$395-- includes air fare based on a chartered flight round trip from Washington, DC to Athens, first-class B accommodations in Athens, transfers between the airport and hotel, continental breakfasts, and a full days orientation of Athens. Most of the time is open for archival interests and independent activities. Please write to the SAA International Affairs Committee, Room 5E, National Archives, Washington, DC 20408. To make reservations for the April trip to Athens, contact Sanders World Travel, Inc, 925 Shoreham Building, 806 G Street, NW, Washington, DC 20005; or phone (202)783-8718.

SAA COMMITTEE ON BUILDINGS AND TECHNICAL SERVICES

One of the results of the 1971 building survey is a list of architects who have designed buildings specifically as archives facilities. A list of names is available from Mary Boccaccio, Chairwoman, SAA Committee on Buildings and Technical Services, McKeldin Library, University of Maryland, College Park, MD 20742. The committee hopes to continue to add to this file and asks institutions who have designed their buildings specifically as an archives to forward the name and address of their architect.

LIBRARY EXHIBIT

"The Princeton Presidency" is the title of a two-month long exhibition seen this winter at the Princeton University Library. Organized and assembled under the direction of Acting University Archivist Edith James Blendon, the exhibit used manuscripts, records, and artifacts to illustrate the administrations of the sixteen presidents who have served at Princeton since 1747. The conditions with which each man was presented, the resources he utilized, and the results of his efforts unfolded as the visitor enjoyed the displays. The character and influence of Princeton's First Ladies rounded out the story of each president.

STARTING AN ARCHIVES

David B. Gracy II*

More archives[1] have developed from the manager of circumstance than have sprung full grown from the head of Zeus. One school in the Southeast received its first historical manuscripts soon after the Civil War, accessioned major donations in the 1930s, but did not establish an archives until the 1960s. Another institution, in the North, which had talked of establishing an archival repository for half a century, did not finally act until its centennial approached, with an obvious need for historical information. A third, in the Southwest, began collecting material under one librarian, only to see some of it thrown out by another. Thirty years after the initial accessioning, a formal program was founded. A fourth, in the West, developed after collections had been received by a museum to support its exhibits. And the recital could continue ad nausium.

The point is that most archives have existed de facto before a formal archival program was developed to manage them. Of course most sprang up under the wing of another agency, such as a university or public library, a museum, historical society, or historic preservation association, or a business firm. All came to life when their parent body decided "to do something worthwhile" with their manuscript holdings. And new archival operations are inaugurated every year, for the paper explosion of the twentieth century brings not only more documents to save but also more pressure to act.

Why establish an archives? An archives, of course, is by its very nature designed for the preservation and studied use of historically valuable records. It is a memory bank. It may develop from, or expand to include, a records management function; it may display a few choice artifacts. But basically an archives, to function as such, t preserve and make available for research written or torial papers of enduring value. It also may be a showplace, but this activity should be subordinate to the receiving, preserving, and servicing of original records. Few circumstances frustrate users more than finding a repository supposedly prepared for research, but in reality designed for ornamentation.

To avoid this situation, a trained archivist should direct, or at least be consulted about, the establishment of any new archival operation. Our profession, though young, is distinct. Records managers concentrate on the filing and controlled flow of records from creation to final disposition, which is usually in a shreader. Librarians deal with items fundamentally different in nature and use, for books have tables of contents and indexes, are neatly bound, deal with one subject, and are classified and filed by subject. Moreover, library patrons are encouraged to find and use the resources by themselves. Museums collect for display. Archivists, on the other hand, preserve for informational content of enduring value, must process their materials painstakingly by record group, keeping collections together in order to make them readily usable, and assist every patron to utilize the repository as thoroughly as possible. Surely these distinctions are oversimplified, and all four fields can and should work together for mutual benefit. But just as surely, each is a separate job demanding its own professional.

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*Dr. Gracy is the Archivist at Georgia State University.

[1]Traditionally the word "archives" designates the agency which preserves permanently the records of its parent organization. Hence the National Archives, a federal agency, preserves the records of the government of the United States. "Archives" are also the records so preserved. Over time, the word has come to be applied, in addition, to agencies that collect the records and papers of others--historical manuscripts repositories. In this article the word is used primarily in the informal sense, because "archives" is the only single word that designates collectively both historical manuscripts repositories and formal archives.

Starting with this number, the MID-ATLANTIC ARCHIVIST reprints articles of interest to our members that have appeared in other regional organs. Dr. David B. Gracy II is the Archivist of Georgia State University in Atlanta, is the President of the Society of Georgia Archivists, and edits both its newsletter and GEORGIA ARCHIVE, the society's scholarly journal. It is the first such journal attempted, and current subscriptions number forty-one. MARAC, with an exchange subscription, numbers among these. The MID-ATLANTIC ARCHIVIST regrets that administrative restrictions prevented a better reproductive method.

The competent archivist will bring to his work a basic knowledge of archival procedures gained primarily from practical experience. Archival institutes and university courses are developing rapidly to speed training. But because archival work, unlike library science, remains largely uncodified, judgment and experience are particularly essential. In addition to possessing archival competency, the archivist must be able to work with a wide variety of individuals, including subordinates, donors, and researchers, and he must function well both outside the office, speaking and collecting, and inside the office, processing in precise detail his accessions. Finally, he should possess a knowledge of history and historiography in order to appraise critically the enduring informational value of a collection of papers.

Alone, however, the archivist cannot start an archives. He must have the support of three different groups. One provides the operating funds and space, another donates the material, and the third uses it.

The first group--with the operating funds and space allocations--must provide more than the bare minimums if the archives is to reach its potential. Though of course budgets will vary, certain categories of spending are common. Staff will consume the lion's share of the allocation. Universities seem favored in this respect on account of the availability of student assistants. But because processing of collections is precise and exacting work, a dedicated, efficient professional staff should be selected from the large labor supply.

Equipment and supplies demand a large portion of the initial budget. Boxes provide the least expensive, efficient housing for the archival collections. Archives cases from the Hollinger Corporation hold fewer pages per container and hence are easier to handle. Moreover, they are free of harmful acid, which, along with light, is paper's worst enemy. Document boxes by Pohlig Brothers are more rigid and offer greater protection in transit. Records center cartons by the Paige Company and others permit storage of larger, bulkier items, and are also useful in transferring materials into the archives. To house the material within the boxes, the archives needs acid-free folders available from the Hollinger Corporation or any paper manufacturer. Other necessary supplies and equipment for the archival operation--as distinct from the administrative work of the office--are typewriters, tables or desks for both staff and researchers, a card catalog cabinet and cards, book trucks to move the material, and boxes, folios, or cabinets to hold the oversized material. Further information on these and other products is available from the advertisements in Georgia Archive and in the American Archivist, the quarterly publication of the Society of American Archivists, and from library supply houses.

Many archives operations find the printing of stationery, forms, and promotional material a significant initial cost. Other categories of spending include both communications and document repair by firms such as the Arbee Company of Bernardsville, New Jersey, and W. J. Barrow Restoration Shop of Richmond, Virginia.

An archives which concentrates on collecting historical manuscripts (as distinguished from receiving only the records of a parent body) must place travel expenses high on its budget request. An archivist must go to the donors, for precious few of them will come to him. From time to time the acquisition of valuable material for a historical manuscripts repository may necessitate purchase of collections.

An archives needs space for four kinds of activity: clerical duties of the staff, processing of accessions, research by patrons, and storage not only of present holdings but also of future accessions. Processing requires both a table top on which to study documents, and adjacent shelves for spreading the collection into a myriad of piles for sorting, arranging and describing. Each researcher similarly requires a table top adequate to open a file and take notes. Where storage space is ample only for present holdings, an archives can perform but half its work, because records worthy of preservation in a historical manuscripts collection or in the archives of a parent body continue to be found and produced.

The second group which must be interested in the archives before the program can succeed is the one possessing the collections. The archives, to come into being, must be able to obtain the material it wishes to collect. And a historical manuscripts collection in particular needs material to process and service for research while it is first announcing its existance to potential donors. The repository may also need to have its legitimacy--its purpose and goals--certified to some possible contributors by a friend of the archives. It goes without saying that as broad as possible a groundwork for collecting should be laid before the archives ever opens its doors.

Users comprise the final group whose interest in the archives should be established initially. In Wisconsin, for example, many depositories for regional historical manuscripts have gone unused because no one associated with the schools at which they were located had an interest in their holdings. And one of the principal justifications for an archives to the funding institution is, of course, the use that is made of the records. Archives of parent bodies often pay their way by providing evidence for legal cases or policy decisions, and by offering grist for advertising and promotion mills.

To organize and publicize the archival program to the three groups, the archivist should prepare a formal statement of policies explaining the functions and services the archives will, and will not, perform. Many repositories have no such document; some need one more than others. But in any case, the policies should be clearly defined. The value of the document rests in having these decisions firmly and publicly established. The policy matters most commonly included are the collecting purpose and goals, the name of the repository, a description of how the material will be received, handled, and used, and the establishment of an advisory council.

Historical manuscripts repositories should choose carefully, and define clearly in their policy statements, the fields in which to collect. There was a time when archives claimed only a geographical boundary, with the implied intention of seeking all documents within their territory. Facing an impossible chore, most of them concentrated on papers or collections of especial historical value. Fortunately for the researcher and for the documentation of our complex society, archives have begun to specialize in subject areas as well. Labor, for example, was a field of small concern until a decade ago, and established archives took only a fraction of the papers available. As labor became a major focus of historical inquiry, however, repositories concentrating solely on this subject appeared, at least four being inaugurated during the last twelve years. Instead of quarreling over available records, the labor archives work together, as they should, to the end that the maximum of valuable records may be preserved. A private organization establishing a program to manage and preserve its own records should include in its archival policy a statement that no records shall be destroyed without the archivist's concurrence.

Most repositories prefer to receive their collections only as gifts. With prices on the collectors' market shooting upward, repositories no longer can afford to compete there for material. Although it is possible to accept documents on loan, the practice is generally risky since the donor can demand the return of his material, which the archives has invested time and money in preparing for preservation and use.

Donors of papers, of course, may impose restrictions upon the use of all or parts of their gifts. The one common ingredient in donor restrictions is a time limit. Whether all or part of the gift is involved, whether only certain groups may see it, whether its use is conditioned by stipulations, or any combination of these, the restriction must expire.

Literary rights fall under separate restrictions from ownership rights. Each individual retains forever--unless specifically relinquished--the rights to his own writings. Hence a donor can give custody of someone else's manuscripts (a letter from a friend, for instance), but cannot, without the author's permission, give the literary rights permitting publication.

In addition to specifying what records are wanted, the policy statement especially of historical manuscripts repositories, should also explain why the material is wanted. Many, perhaps most, potential donors have only a vague, and sometimes sinister, idea of the researcher's interest in their records and how these materials are to be used. Many believe that archival programs collect only printed histories, while correspondence, diaries, minutes, scrapbooks, and photographs are the types of material most frequently sought, if complete files are unavailable.

Since few people know what procedures an archives follows in preparing its accessions for use, the policy statement should include a brief description of the stages of processing. Preparation of the outline provides the archivist an opportunity to work out and codify a system of operation specifically adapted to the circumstances and goals of the repository. In designing his system, an archivist may draw on several fine guides to archival procedure, such as Ruth Bordin and Robert Warner's The Modern Manuscript Library (New York, 1966), Lucile Kane's A Guide to the Care and Administration of Manuscripts (Nashville, 1960), and T. R. Schellenberg's The Management of Archives (New York, 1965). Frank B. Evans's The Administration of Modern Archives: A Select Bibliographic Guide (Washington, 1972) provides further listing of the literature on all aspects of the archival profession.

Though systems vary from one archival situation to another, every well designed program will meet the two most critical demands on an archives: locating research material for the patron and finding for the donor the collections he has given and the work that has been done on them.

Five functions form any archival design: accessioning, inventorying, housing, describing, and servicing for research. Accessioning operations should not only record whence the collection was received, but also establish the stages through which it must pass. During inventorying, the collection is inspected item by item, sorted, and arranged so as to prepare it for research, description, and housing. The description may include an inventory document showing arrangement, content, bulk, and inclusive dates, as well as card or other indexes, descriptive notes prepared for the Library of Congress's National Union Catalog of Manuscript Collections, and scholarly journals. Housing, of course, is the process of placing the documents in folders and boxes for storage with the manuscript collections or among the outsized or photographic items which, because of their physical nature, require separate handling. If done well, the housing will provide both adequate protection for the documents and a uniform, neat appearance. In servicing a collection for research, the archives should not only open the holdings as freely as donor restrictions will allow, but also keep a record of what has been used, to assist in providing security for the holdings and in future verification of citations if necessary.

The point to be stressed from this brief recital of procedures is simple: the various functions should relate to each other. Accession records, by tracing a collection through the stages of processing, provides a record of the work and a monitor on progress. The inventory document not only serves as a finding aid, but also doubles as a receipt to the donor. A thorough initial description may serve as a basis later for news releases, lists, and guides.

Though the design may appear complicated, it is not. Forms can carry much of the load. Accessions, inventories, indexes, research requests all may be recorded on forms. Not only is the system thus simplified, but also it gains consistency. And yet creative thought is not sacrificed, for the forms bring regimentation only to the kinds of information reported, not to the information itself or the analysis which precedes it.

To the greatest extent possible, a repository should open its holdings for research. But an archives certainly may impose restrictions of its own on the use of the materials it is responsible for. These regulations commonly protect the security of the papers by requiring use within the archives's reading room and use of only a certain amount of material at one time, prohibiting smoking, eating, or drinking in the room, restricting note taking to typewriters and pencils, demanding briefcases be left with the reading room attendant, requiring permission to publish from the holdings, and demanding the regulations be read and signed. Many archives, however, limit access to their holdings. Several universities collecting in volatile areas, such as labor relations, open their collections only to "qualified" researchers. Without such a policy, the collections would not have been relinquished to them for research at all. Some archives of private institutions, particularly businesses, permit their holdings to be utilized only by their own personnel, on the grounds that their money brought the information together. Nevertheless, the most satisfactory policy permits the largest possible number of persons to use the materials. For the duty of an archivist is to promote knowledge, not horde it. Regulating who may view the materials determines who will write from them, and thereby what sorts of things will be said. This is managed history.

Finally, some archives, particularly historical manuscript repositories, should establish advisory councils. Such councils not only involve more people in the work of the archives--and keep them involved--but also can materially aid in the collecting campaign by increasing the number of persons active in promoting the program. In addition, they can assist in settling difficulties with patrons. And by existing to serve this purpose, they give reassurance to many hesitant donors that their materials will be utilized in a responsible manner.

No archivist who collects historical manuscripts, and few who deal only with the records of a parent organization, can afford to sit back and wait for the records to roll in. They seldom do. Forms can serve here also in searching for material. The use of form letters is obvious, as is a survey to discover what material exists and where. Though voluntary surveys rarely receive strong response, they do perhaps aid in informing potential donors of the archives and its work. A biographical questionnaire not only can secure information, but also can strengthen the collecting campaign by demonstrating an immediate interest in information about the potential donor and by starting him contributing to the archives.

The collecting side of the public relations program should be balanced by a concerted effort to inform the public of the work, services, and needs of the archives. Except within a parent organization that has a records management operation, more donors will learn of the archives through word of mouth and printed statements than through personal contact. And even in a business, information on the archives should continue to flow to the offices so that each new secretary and executive is made aware of the repository. Researchers, too, must be informed of the holdings through releases in newsletters and journals. The work of the archives in collecting and making available valuable historical records is enhanced proportionally as the public relations program develops.

Should a new repository inaugurating its archival project simultaneously develop oral history and microfilm programs? The answer depends not on the merits of such programs, but on the ability of the repository to incorporate these functions without diminishing its primary concern for the historical manuscripts and records. One project done well is far more valuable than two done poorly.

Oral history, a field born but a quarter century ago and now a major source of historical information, is probably the most common adjunct to archival projects. There is no doubt that, in support of a collecting program, offering to record a person's reminiscences is a positive commitment stronger than leaving a biographical questionnaire to be completed. Moreover, interviews obtain information that is never recorded elsewhere, because writing is more tedious and time-consuming than speaking. And interviews often can fill information gaps in collections held in the archives. But taping interviews is expensive in equipment and especially in time. While selected interviews may need to be done soon, most should be delayed until the archives can develop the program adequately.

Microfilm is not the panacea many once thought it to be. For an archives, it only saves storage space and reduces wear on materials frequently consulted. Preparing material for filming requires as much time as processing for preservation. Film is much more difficult to use. And most importantly, it is simply no substitute for the original. If the original is worth keeping, it is worth keeping in the original.

The archivist of a business or other agency may of necessity have to assume some of the functions of a records manager, particularly establishing retention schedules and overseeing their implementation. Possibly archivists collecting from organizations may perform similarly. To be sure, every agency in need of a records management program should secure a professional records manager to direct it. But each archivist ought to be familiar with the principles of this related field.

As each archival situation is unique, so the starting of a new archives is an individual enterprise. A viable program cannot be created without considering the points mentioned in this article. Yet it is the good judgment and careful planning of the archivist that finally combines the principles of the profession with the specifics of the occasion to produce an effective archival operation.

STEERING COMMITTEE
AGENDA FOR

Tuesday, February 13, 1973. Baltimore MD.

SPRING CONFERENCE AT BALTIMORE, MAY 4 AND 5

Local Arrangements Report

Progam Report

SAA COLLOQUIUM

Selection of Representative

MARAC Position

CONSTITUTION AND BY-LAWS

Read and OK for publishing in Newsletter

FINANCE AND DISBURSEMENT POLICIES

Expenses for Steering Committee

Expenses for Newsletter

WANTED: A commercial firm or institution to underwrite coffee breaks at Baltimore Convention, May 4 & 5. One coffee break planned for each day. Prices are: coffee only, 59¢ each person; coffee and danish, $1.08 each person. Prices include tax and gratuity and are payable to the Holiday Inn, Baltimore, MD. Contact Mary Boccaccio, Archivist, Maryland Room, McKeldin Library, University of Maryland, College Park, MD 20742.

Lee, successive Presidents of the South Atlantic group, are both ex-SAA officers. And by looking at MARAC's membership SAA participation must be obvious: several committee chairwomen, a present member of Council, the Editor of the AMERICAN ARCHIVIST, and many more.

While it is true that strong leadership in forming regionals has come from the more experienced archivists, themselves SAA members, by and large the general membership of most of them encompasses nonarchivists, middle-grade employees, and paraprofessionals. The Society of Georgia Archivists (SGA), for example, characterized its membership in its January 1973 Newsletter, as "composed largely of middle-level archival professionals almost half are women . . . nearly 1/5 of the membership, however, are not archivists by trade, but joined to learn more about archival enterprise and/or holdings."

Despite these similarities, regionals differ. A chart elsewhere on this page points out that they vary considerably on membership totals, for example. MARAC, with 246 stands highest, with St. Louis at 30 the least. And not all publish a newsletter, but SGA publishes a newsletter and a scholarly journal. No all collect dues. Some are confederations - like MARAC's steering committee structure; some are tightly structured - like MAC, with a President, a Council, etc.

Regionals overlap geographically as well. Mid-Atlantic and South Atlantic, for example. Both claim Virginia. Whether or not South Atlantic includes Georgia might be interesting, since the SGA is its own state group. This theory would also apply to MAC and the state groups of Ohio, Michigan, and Indiana. And there is a New York group competing with MARAC.

Actually, the SAA Council stands between the two factions. As we have pointed out, some Council members have been instrumental in starting regionals. On at least three occasions, Council has contributed funds to assist in organizing them. Dr. Herbert C. Finch, the Archivist of Cornell University, and an SAA Council member recently did an in-depth study of the regionals. His findings include a statement that MARAC's resolution at Wilmington with regard to formal affiliation with the SAA at this time was among all the regional organizations, "the most unfavorable."

Council has agreed to sponsor a national colloquium at the OAH-SAA joint meeting in Chicago on April 12, to which MARAC will send a representative, whose travel funds, by the way, will be underwritten by Council. Dr. Finch has drawn up a proposed agenda. The agenda is unavailable to the MID-ATLANTIC ARCHIVIST at this time, but we will publish it as soon as we see it. We are not sure what the MARAC representative will agree to at Chicago. Our guess is that the MARAC Steering Committee, meeting on February 13 at Baltimore, will restrict the options to which that person may agree.

We are nevertheless concerned about some of the things Dr. Finch included in his report of December 8. Suggestions he received at Columbus last November point to a parent-child relationship similar to that used by the Association for State and Local History: that regionals ought to be affiliated with the SAA by a sustaining membership subscription; that MARAC constitute a "chapter" of the SAA, electing representatives to the national organization; and that MARAC be required to turn over a share of the "profits," from membership fees and meetings.

In return for this, MARAC would receive SAA's prestige and good name, a "laying on of the hands," so to speak. Specifically, it has been suggested that SAA might (1) set geographical boundaries, (2) organize symposia, and (3) offer a directory of speakers available for addresses. Has the American Historical Society taken a similar stand with regard to the existence of the Missouri Historical Conference, the Western Historical Association, the Bershire Conference of Women Historians and its largest competitor, the Organization of American Historians?

It is immaterial that the regionals overlap. MARAC, for example, welcomes anyone regardless of where they work or where they live. The SGA has reported that three of its members live out of state: in Arizona, Texas, and Washington, DC. Several MARAC members belong to other regionals. Our members in western New York have had some problems making our meetings, which have all been staged along the Chesapeake Bay so far, but it doesn't seem to have dampened their enthusiasm. What they have received from MARAC probably has made up for the discrepancy. The point is the regionals are concerned with service to the membership, rather than competition with other regionals. And this service can be translated as communication, training, and fellowship.

Although the regionals and the SAA are in danger of becoming competitors in membership drives for the "lower layers of the pyramid," the importance of events ought to have the time to seek its own level. We don't feel a "now or never" attitide about the Society of American Archivists. With only one meeting at Wilmington, MARAC's members hardly know each other. We need time for cohesion.

A working and harmonious relationship with the SAA on equal terms, certainly; a confederation of regionals in return for an institutional membership, maybe; but a "chapter" of the SAA, we think not.

(Tear off)

Return with check for $3.00 annual dues to:

Nancy Zembala, Treasurer, Archives of American Art
Smithsonian Institution, Washington, DC 20560.

Name_____ Title_____

Institution_____

Mailing Address_____

City State ZIP

Interests or Special Skills_____

The Society of American Archivists

ARCHIVES OF WESTERN EUROPE

As a service to its members, the Society of American Archivists is sponsoring a foreign study tour, August 12-31, 1973, that will feature Archives of Western Europe. This follows our highly successful visit to Moscow in 1972 for the 7th International Congress on Archives, which included visits to other Eastern European cities. The interest generated by that experience has led to the scheduling of this study tour.

Arrangements are being made for visits to archival agencies and for meetings with their staff members in London, Bonn, Cologne, Zurich, Rome, Madrid, and Lisbon. There will be plenty of time in each city for members to pursue their own professional and personal interests.

Departures direct to London will be from Montreal and from Washington on August 12, (both groups joining in London), and return on August 31. The attractive price of $940 from Montreal and $985 from Washington has been made possible by taking advantage of group fare travel, which requires that at least 15 persons travel together.

The travel arrangements have been made by Sanders World Travel, Inc., Washington, D.C., who will send further information upon receipt of your reservations. It is anticipated that Mr. Jean Claude Dubost, who accompanied the group to the Congress in Moscow, will again be the escort.

We invite our members and friends to participate in what promises to be a valuable educational as well as enjoyable travel experience. Since this is a study tour, it may be possible for members to take a tax deduction.

Sincerely,

FRANK B. EVANS
Chairman, Society of American Archivists
Committee on International Archival Affairs

ARCHIVES OF WESTERN EUROPE

SUNDAY, AUGUST 12
MONTREAL/WASHINGTON. Evening departures for the transatlantic flight to London.

MONDAY, AUGUST 13
LONDON. Morning arrival in London. Transfer to hotel, followed by a half day orientation tour of London including the British Museum, Scotland Yard, the Houses of Parliament, Westminster Abbey, Buckingham Palace, etc.

TUESDAY, AUGUST 14 & WEDNESDAY, AUGUST 15
LONDON. Days for official business sessions.

THURSDAY, AUGUST 16
LONDON - BONN. Departure London by air to Bonn.

FRIDAY, AUGUST 17
BONN. Day for official business sessions.

SATURDAY, AUGUST 18
BONN. Depart on visit to Cologne.

SUNDAY, AUGUST 19
BONN - ZURICH. Departure Bonn by air to Zurich.

MONDAY, AUGUST 20
ZURICH. Half day orientation tour of the city will include visits to the Art Museum, Municipal Opera House and St. Peter's church.

TUESDAY, AUGUST 21
ZURICH. Day for official business sessions.

WEDNESDAY, AUGUST 22
ZURICH - ROME. Departure Zurich by air to Rome.

THURSDAY, AUGUST 23
ROME. Half day orientation tour of the city visiting the Vatican, Hadrian's Tomb, the Colosseum and St. Peter's Church.

FRIDAY, AUGUST 24
ROME. Day for official business sessions.

SATURDAY, AUGUST 25
ROME - MADRID. Departure Rome by air to Madrid.

SUNDAY, AUGUST 26
MADRID. Morning at leisure. Afternoon orientation tour of the city including Plaza De Toros, Puerta Del Sol, the Prado Museum.

MONDAY, AUGUST 27
MADRID. Day for official business sessions.

TUESDAY, AUGUST 28
MADRID - LISBON. Departure Madrid by air to Lisbon.

WEDNESDAY, AUGUST 29
LISBON. Half day orientation tour of the city including Royal Coach Museum, Jeronimos Monastery, the Port Wine Institute.

THURSDAY, AUGUST 30
LISBON. Day for official business sessions.

FRIDAY, AUGUST 31
LISBON - NEW YORK/MONTREAL. Departure Lisbon by air for the flight back to New York and Montreal respectively.

Study Tour Cost $940 from Montreal
$985 from Washington includes:

All air transportation as per itinerary economy class jet. High season transatlantic crossing; standard first class hotels based on twin bedroom occupancy with private bath (single room supplement $65.00); meals include Continental breakfast and dinner daily except in London, Bonn and Zurich where breakfast only is provided; transfers from airports to hotels and vice versa including porterage; orientation tours as indicated and transportation in connection with the official visits; gratuities to hotel servants and local government taxes on hotel bills; full time assistance of a professional tour escort.

GENERAL CONDITIONS & INFORMATION

RESERVATIONS: To make reservations please complete and return the attached form with your deposit check. Your reservations will be acknowledged by Sanders World Travel, Inc., Washington, D.C. who will at the same time forward more information concerning your travel arrangements as well as passport, vaccination forms, etc.

NOT INCLUDED: The prices indicated do not include the following items: cost of passport, items of a personal nature such as after dinner tea or coffee, drinks, laundry, phone calls, etc. Meals not specified. Tips to hotel bellboys who bring the luggage up to the room and down. Local government taxes payable cash on departure from certain airports. The prices do include the local taxes on hotel bills as well as the gratuities to hotel servants.

CANCELLATION CHARGES: In the event of cancellations at least 30 days before departure, full refund will be made of all money paid less cost of telegrams and other expenses incurred. In the event of cancellation within 30 days of departure refund will be made less 25% of the air fare (this charge is levied by the airline) and 15% of the land cost.

RESPONSIBILITY: The reservations are accepted subject to the travel agency's operating conditions which are printed on the back of their official receipts and which stipulate among others that they reserve the right to make changes in the itinerary as may be dictated by circumstances beyond their control. In giving approval for these arrangements the Society of American Archivists has acted in good faith based on the reputation and past performances of these agents, with the understanding that the Society of American Archivists will not be responsible or liable for any act, omission or event affecting the arrangements.

NOTE: The price is based on the air fare and currency rates of exchange as of September 1, 1972 which are subject to change.

TO: Sanders World Travel Inc.
806 15th St., N.W.
Washington, D.C. 20005

RESERVATION FORM

Date .....

Please make reservations for the persons named below to join the Archives of Western Europe Study Tour leaving August 12, 1973.

I/We enclose check in the amount of $..... ($100.00 per person) made out to Sanders World Travel Inc. which I/We understand is refundable under conditions stated in this folder.

NAMES OF ALL PASSENGERS — ADDRESS: Tel.: Area ..... No. .....

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